

GENERAL MANAGER

Clallam Transit System

Port Angeles, Washington

(06/28/2017)

\$ 90,000 - \$ 115,000

Plus Excellent Benefits

First Review of Applicants

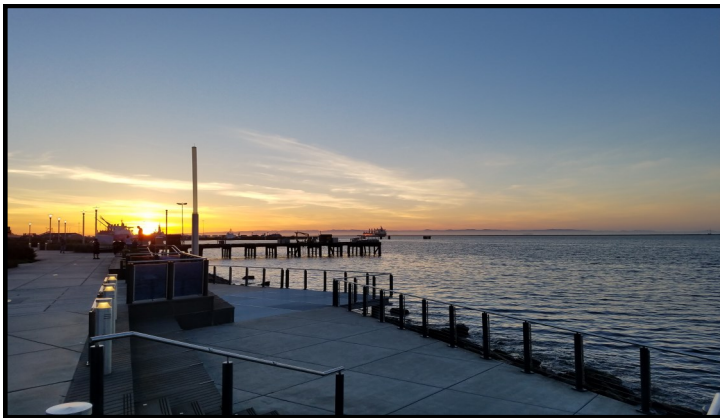
July 19, 2017

THE OPPORTUNITY Under the authority of the Clallam Transit System (CTS) Board, the General Manager provides overall leadership and direction for all CTS services and resources, while serving as the principle advisor to the CTS Board.

The General Manager serves as a positive representative within CTS's service communities, other agencies, tribes, citizen interest groups, and private businesses. CTS encourages a collegial and cooperative work environment that the General Manager is expected to maintain and promote to further the organizational goals and objectives.



THE LOCATION Situated on the incredible Olympic Peninsula in Washington State, Port Angeles and its surrounding communities offer countless outdoor activities and an outstanding quality of life! With an incredible view of the Olympic Mountain Range from the CTS parking lot and a service area that passes through various points of the Olympic National Park and along the shores of the Straits of Juan de Fuca, there truly is "no place like home." Why not live and work where others vacation!



For those with a desire to travel beyond, beautiful Victoria, B.C., Canada is a 1-hour ferry ride across the Straits of Juan de Fuca. Cape Flattery, the most northwestern point in the continental United States, is only 90 minutes west on/adjacent to the historical Makah Indian Reservation.



Still searching for more locations to explore, head west to the small community of Forks, home of the "Twilight" saga as well as LaPush, home of the Quileute Nation and neighbor to the Pacific Ocean. East of Port Angeles is Sequim, renowned as the sunbelt of the peninsula and for its vast lavender fields. If travel desires seek the lights of a metropolitan area, Seattle is just over a 90-minute drive to the ferry terminal; or better yet, board the CTS Strait Shot transit to the Bainbridge Island Ferry Terminal that docks in downtown Seattle. For a region that offers something for everyone's interests, look no further!



ABOUT CLALLAM TRANSIT SYSTEM

Created in 1979 as a Public Transportation Benefit Area, CTS has grown to provide services to customers throughout Clallam County in Washington State.

As a municipal corporation, CTS provides the following services: fixed-route bus, dial-a-ride, deviated route, vanpool, Americans with Disabilities Act (ADA) paratransit for eligible persons and for seniors 80 years and over.

Our organization currently employs approximately 100 employees, including represented and non-represented employees with a 2017 operating budget of \$8.7 million and \$1.4 million capital project budget.

CTS's service areas include 1,753 square miles inclusive of three incorporated cities (Port Angeles, Sequim, and Forks). There are 5 rural routes, 6 urban routes within Sequim and Port Angeles, and 2 intercity routes between Forks and Port Angeles and Sequim and Port Angeles. The fleet consists of 32 fixed route, and 22 paratransit vehicles, 13 service/support vehicles and 33 vanpool vans. In June 2017, CTS launched its new out-of-boundary service from Port Angeles to the Bainbridge Island Ferry Terminal.

THE BENEFITS

If the region and the opportunity are not enough to entice qualified applicants to apply, then please review the generous benefits package CTS offers, which includes:

- 100% employer-paid medical for employee;
- 100% employer-paid dental for employee;
- Basic life and long-term disability insurances;
- Public Employees Retirement System (PERS) pension enrollment;
- 401a enrollment with employer contributions;
- CTS Supplemental Post-Employment Healthcare Benefit Program;
- HRA-VEBA enrollment with employer/employee contributions;
- General Leave accruals;
- Relocation expenses;
- Auto allowance;
- 10 paid holidays plus 8 hours annual personal holiday leave;
- \$200/\$400 CTS Wellness Program annual reimbursement for employee/family;
- \$75 Sunglasses expense annual reimbursement;
- Free CTS bus passes for employee/family; and
- Optional enrollment in a Flexible Savings Account (Section 125) and Dependent Care Assistance.



HOW TO APPLY

Clallam Transit System is an Equal Opportunity Employer and strongly encourages all qualified candidates to apply by **JULY 19, 2017 (first review, open until filled)**. Qualified applicants must email a **cover letter**, **resume**, and a **CTS Employment Application** to **jobs@clallamtransit.com** for consideration. For complete position details and application forms, please visit **<http://clallamtransit.com/About-Us/Employment-Opportunities>**.



Clallam Transit System

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1-800-858-3747 WA
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POSITION DESCRIPTION FORM

POSITION INFORMATION				
Position Title		GENERAL MANAGER		
Location/Base		Port Angeles, Washington		
Reports To Position		Clallam Transit System Board		
Action		Establishment	Effective Date	06/19/2017
	XX	Update/Revision		
EMPLOYMENT and PAY STATUS				
FLSA Exemption Status			Covered By Labor Agreement	
XX	NOT eligible for overtime compensation.			YES – position is represented.
	ELIGIBLE for overtime compensation.		XX	NO – position is non-represented.
Employment Provisions and Annual Salary: By Contract				
POSITION SUMMARY				
The General Manager provides overall leadership and direction to all Clallam Transit System (CTS) services and resources and serves as principle advisor to the CTS Board. The General Manager serves as a positive representative within CTS's service communities, other agencies, jurisdictions, state and federal regulatory agencies, tribes, the media, citizen interest groups, and private businesses. This position establishes annual goals and objectives, short and long range plans, policies, and procedures under the authority of the CTS Board.				
ESSENTIAL FUNCTIONS				
The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.				
• Provides organizational leadership to ensure operations, services, and activities are aligned with the direction of the CTS Board, regulatory mandates, and CTS goals, objectives, and policies. • Plans, directs, supervises, and coordinates all organizational departments in an efficient and effective manner to provide safe and reliable service to the public. • Supervises department managers to include: prioritizing and assigning work; conducting performance evaluations; policy and procedure compliance; and maintaining effective employee relations and employment actions, including hiring and discipline. • Directs the fiscal management of the organization to include: developing and monitoring accounting procedures, internal auditing, preparing financial documents, and budget preparation and control. • Develops objectives, plans, programs, and policies for approval by the Board. Delegates to senior management the responsibility for attaining their portion of major overall objectives and for implementing Board programs. • Provides the Board with accurately detailed oral and written information concerning organizational operations, services, and activities; makes presentations regarding the current status of projects and programs; provides updates regarding the financial condition and issues affecting services and programs. • Represents CTS and the Board before local, regional, state, tribal, and federal agencies, and other interested parties providing information and professional consultation on matters pertaining to the services				

and programs of CTS.

- Fosters positive relationships with the public and community organizations.
- Provides informative media announcements to keep the public informed of CTS operations and interests.
- Provides leadership on personnel policies and initiatives to include: negotiation and administration of collective bargaining agreements, salary/wage and benefit administration, recruitment and selection, performance evaluations, and discipline.
- Monitors and evaluates the performance of the departments against established objectives and reviews results with responsible parties and takes appropriate action as necessary.
- Develops, in consultation with the Board, an annual legislative program. Establishes contact with appropriate state and federal legislative representatives to ensure CTS's legislative positions are represented and maintained.
- Conducts duties professionally and with the highest ethical standards and exercises discretion on confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Performs other duties as required.

REQUIRED QUALIFICATIONS

Education and Experience

- A Bachelor's degree in Public Administration, General Business Administration, Transportation Planning, or closely related field. A Master's degree in a closely related field may be substituted for up to two (2) years of the experience requirement. Experience demonstrating competency and knowledge may be substituted for up to two (2) years of the educational requirement.

AND

- Ten (10) years of progressively responsible management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the General Manager.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Management principles and practices.
- Labor contracts.
- Employment laws and regulations.
- Budgetary principles and practices.
- Grants and procurement administration principles and practices.
- Ability to read, analyze, and interpret complex information and deliver effective presentations to stakeholders.
- Ability to positively represent CTS and serve as a liaison to legislators, civic groups, regulatory agencies, and others in the community.
- Ability to establish and maintain effective intergovernmental and tribal relationships.
- Ability to plan, organize, coordinate, and provide direction and leadership for a transit agency.
- Ability to facilitate group decision-making.
- Ability to make timely decisions in the best interests of CTS.
- Familiarity with rural transit systems and their unique challenges.
- Delegation of responsibility and authority to management personnel.
- Exceptional oral, written, and interpersonal communication skills.

• Plan and organize work to meet changing priorities and deadlines. • Proficient in Microsoft Office Suite and able to learn and operate transit and other related software. • Establish and maintain effective working relationships with other departmental personnel as well as external contacts. • Ability to listen and collaboratively engage with internal and external sources. • Ability to understand and accept the position as professional in nature and to conduct behavior in an appropriate manner. • Ability to invoke cooperation in complex organizational relations and function in a team-management environment. • Maintains confidential information. • Performs the duties in a timely, safe, and accurate manner.	
DESIRED QUALIFICATIONS	
• Transit operations experience. • Knowledge of federal and state regulations affecting public transportation.	
PHYSICAL DEMANDS	
• Work is performed in standard office setting. • Spends approximately 80% of time sitting at a desk or table. • 20% of time divided between walking and standing. • Frequent keyboarding and telephone use. • Able to converse and listen at ordinary sound levels. • Incumbent must read a variety of materials including general and electronic mail, invoices, statements, identification, regulations, and other printed or handwritten material. • Must be flexible to bend or kneel down to lower file cabinet drawers or reach above head to lift items off shelves.	
WORKING CONDITIONS	
• Employment conditions are established by contract with the CTS Board. • Must pass a background check. • Not covered by the labor agreements by and between Clallam Transit System and Amalgamated Transit Union, Local 587. • Position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).	
REVIEW	
Human Resources Administrator Gina Monger 	Date 06-19-2017
APPROVAL	
CTS Board Chairperson Genaveve Starr 	Date June 19, 2017